	CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL	SCHEDULE	Schedule No.
	HUMAN RESOURCES		
Item No.	Description	Retention	
1.	General Correspondence Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and dest that is no longer need business. Retain permane that serves to docume development, and accomp office. Transfer period Maryland State Archives.	led for current ntly any material ent the origin, solishments of the dically to the
2.	Employee Files		
	Record of current, former and retired employees. The record may include the following: employment application, payroll maintenance forms (personnel actions), employee performance evaluations, retirement information, social security and pension information and other pertinent data.	Retain employee history (location card) for twenty termination then dest employees record for f termination the destroy.	r-five years after roy. Retain
3.	Applications for Employment Application for employment purposes.	If not selected for employ from date of application,	ment - one year then destroy.
4.	Test (promotional and applicant) Record of test for Police/Fire promotion in accordance with union contracts. Test for specific knowledge and ability of specific applicants.	Retain for three ye administration of test, the	
5.	Application Log		4
	Record of application for employment includes name, race, sex, position applied for, referral source, and date of application, date received.	Retain in office for fi	ve years, then
6.	Medical Records		
	Record of legally required medical exam, lab work and drug screens. Exposure to hazardous material.	Retain for thirty years bey then destroy.	ond termination,
7.	Advertising Files		
	File includes advertisements for City of Annapolis job openings. (Placed in newspapers/journals). In-house postings for job openings.	Retain for one year, then	destroy.

Schedule Approved by State Archivist

3/10/00 Date / APR 2.7 2000 Date

Instructions - Prepare a separate form	CITY OF ANNAPOLIS		RECORDS INVENTORY
for each new or revised record series.	Records Mana	gement Program	PAGE OF
1. Department Human Resources	2. Division		3. Unit
DEFINITION - RECORD SERIES - A groudisposition purposes.	ip of related records no	rmally filed and used as	a unit for reference as well as retention and
4. Record Series Title Employe	e files		5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe of the series. Record of Current for include the following forms (Personnel Actions) Social Security and pens			in the series. Include the purpose or function loyees. The record may on, payroll main tenance to violes, retirement information finent data.
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical		Number Pile Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)
	Other (Specify)		10. Annual Accumulation Number File Drawer(s) 20 or MC/s Microfilm Reel(s) Computer Tape(s) Other (Specify)
11. File is Used ☑ Daily ☐ Weekly ☐ Mon	thiy	12. File Becomes Inac See # /8	
13. Current Location(s) (Bldg. Floor, Room) 93 Main St., 34 Floor, Personnel		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) □ No □ Yes	
15. Access Restrictions Yes No (If yes, cite law(s) & regulations) If I is an index system used? (If yes explain briefly and describe any hardware/software.)		16. Audit Requirements None State Federal Independent 18. Recommended Retention Retain employee history Summary form Locator Cand for 25 years after Hermination then destroy. Retain employees Resoud for Tyears often termination then destroy.	
20. Telephone Number (4/0) 263-	7998		21. Date 9-18-96

Instructions - Prepare a separate form	CITY OF ANNAPOLIS	· · · · · · · · · · · · · · · · · · ·	PAGE 2 OF 7				
for each new or revised record series.	Kecords Mana	gement Program					
1. Department Personnel	2. Division		3. Unit				
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	ormally filed and used	as a unit for reference as well as retention and				
4. Record Series Title	s Vor Empi	loyment	5. Earliest Year/Latest Year 1995 to 1996				
<i>y </i>	the types of informatio	n/documents/forms four	nd in the series. Include the purpose or function				
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume				
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical □ Other (Specify)		Number N				
11. File is Used □ Daily □ Weekly □ Mont	thly		Month(s) Vear(s)				
13. Current Location(s) (Bldg. Floor, Room) 93 Main St, 3rd Floor, Personnel 15. Access Restrictions Pres Privacy Act 17. Is an index system used? (If yes explain briefly and describe any hardware/software.) 18. Yes Pro		HID ICATION.					
				19. Name and Title of Preparer	ine VDenec	ted Ve	Director
				20. Telephone Number (4/10) QG		V	21. Date 9.18.96

Instructions - Prepare a separate form	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY
for each new or revised record series.			PAGE <u>3</u> OF <u>7</u>
1. Department Personne	2. Division		3. Unit
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	ormally filed and used as	a unit for reference as well as retention and
4. Record Series Title Tes 4	Promotional an	d Applicant	5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe of the series. Record of Fest (Union Contracts.) Specific applican			in the series. Include the purpose or function In accordance with edge and ability of
7. Record Series Format(s) Letter Size	8. Record Series Se Alphabetical Numerical Chronological Geographical Other (Specify)	st date and	9. Volume Number
11. File is Used Required Daily Weekly Mont 13. Current Location(s) (Bldg. Floor, Room	thly m)	Number	Ouplicated Elsewhere?
93 Main St, 3rd 7/002 15. Access Restrictions Pres (If yes, cite law(s) & regulations)	No All	Ø No □ Yes 16. Audit Requiremen	
17. Is an index system used? (If yes explai describe any hardware/software.) □ Yes □ No	7 1 .	18. Recommended Re Retain 3 years Offest, then	s after the administration
19. Name and Title of Preparer Day	ene V. Bene	dict De	gaty Director
20. Telephone Number (410) 26	3-7998	·	21. Date 9-18-96

Instructions - Prepare a separate form	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY
for each new or revised record series.	Kecords Mana	gement Program	page <u>4</u> of <u>7</u>
1. Department Personnel	2. Division		3. Unit
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	ormally filed and used as	a unit for reference as well as retention and
4. Record Series Title HOWEN YISING Files			5. Earliest Year/Latest Year
6. Record Series Description (Briefly describe of the series. The Vile include include of the openings of the series)			In the series. Include the purpose or function City of Annasolis In house postings
7. Record Series Format(s)	8. Record Series Se		9. Volume Number
□ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Numerical □ Chronological □ Geographical		□ File Drawer(s)
	□ Other (Specify)		10. Annual Accumulation ✓ Number ✓ Ora ✓
11. File is Used		12. File Becomes Inac	ctive After
Daily Weekly Mont	thly	Number	Ionth(s) Vear(s) 3
13. Current Location(s) (Bldg. Floor, Room) 93 Main St, 3ty Floor, Personnel		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) □ No □ Yes	
15. Access Restrictions □ Yes Ø No (If yes, cite law(s) & regulations)		16. Audit Requirements □ None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) Yes No		18. Recommended Retention / Peurs and Hun destroy	
19. Name and Title of Preparer	ene O'Bene		eate Director
20. Telephone Number (410) 263.	7998	d	21. Date 9. 18. 96

<u>Instructions</u> - Prepare a separate form for each new or revised record series.	1	ANNAPOLIS	RECORDS INVENTORY
for each new or revised record series.		igement Program	page <u>5</u> of <u>7</u>
1. Department Personne	2. Division		3. Unit
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	ormally filed and used as	a unit for reference as well as retention and
4. Record Series Title Orrespondence			5. Earliest Year/Latest Year 1993 to Present
6. Record Series Description (Briefly describe of the series. This record include Surveys, Policies			in the series. Include the purpose or function Acia Reports, Salary 4a.
7. Record Series Format(s)	8. Record Series Se	equence	9. Volume
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical		Number Number
	□ Other (Specify)		10. Annual Accumulation File Drawer(s) Number
			□ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)
11. File is Used		12. File Becomes Ina	ctive After
Daily Weekly Monthly		☐ Month(s) ☐ Year(s) ろ	
13. Current Location(s) (Bldg. Floor, Room) 93 main St, 3rd Floor, Personnel		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) 12 No	
15. Access Restrictions		16. Audit Requirements Whone State Federal Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes □ No		18. Recommended Retention Three years and thea destroy.	
19. Name and Title of Preparer	1 Som St	A Delle Die	restor
20. Telephone Number (40) 20	B-7998	/ / /	21. Date 9. 18.96
H:\WPDATA\CHUCK\RCDSINV.FRM			·

Instructions - Prepare a separate form	CITY OF ANNAPOLIS	RECORDS INVENTORY		
for each new or revised record series.	Records Mana	gement Program	PAGE OF 7	
1. Department	2. Division		3. Unit	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.				
4. Record Series Title Application Log			5. Earliest Year/Latest Year	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Record of application of employment includes Name, Race, Sex Position applied for, Referral Source, and date of application Date Received.				
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical		Mumber Pile Drawer(s) 4 - 2 Microfilm Reel(s) Computer Tape(s) Other (Specify)	
	Other (Specify)		10. Annual Accumulation File Drawer(s)	
11. File is Used	1	12. File Becomes Ina	ctive After	
Daily Weekly Mon	thly	Number	Ionth(s) EXear(s) 5	
13. Current Location(s) (Bldg. Floor, Room) 93 Main St., 3rd Floor, Personne		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) □ No □ Yes		
15. Access Restrictions Yes No (If yes, cite law(s) & regulations)		16. Audit Requirements □ None □ State ❷ Federal □ Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) See No		18. Recommended R Retain in Five year	office and then destry	
19. Name and Title of Preparer Dar	lene & Bene	did	Depoty Director	
20. Telephone Number (40)	63-7998		21. Date 9-18.78	

1. Department Personne DEFINITION - RECORD SERIES - A ground disposition purposes. 4. Record Series Title Medica Record 6. Record Series Description (Briefly describe of the series.	2. Division p of related records no	gement Program	PAGE OF OF 3. Unit
Personner DEFINITION - RECORD SERIES - A group disposition purposes. 4. Record Series Title Medical Record 6. Record Series Description (Briefly describe)	p of related records no	ormally filed and used as	
disposition purposes. 4. Record Series Title ledica Record 6. Record Series Description (Briefly describe		iniany med and used as	a difference as well as retention and
6. Record Series Description (Briefly describe	-ds		
6. Record Series Description (Briefly describe of the series.			5. Earliest Year/Latest Year to
Record of Legally Screens. Exp	the types of information required M 105ure Vo	n/documents/forms found edical exam, k hazardous N	t in the series. Include the purpose or function ab work and drug na Verial.
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume
D Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical □ Other (Specify)		Number Number Microfilm Reel(s) Computer Tape(s) Other (Specify) 10. Annual Accumulation Number Microfilm Reel(s) Computer Tape(s) Computer Tape(s)
			Other (Specify)
11. File is Used Is Required. Daily Weekly Monthly		12. File Becomes Inactive After Month(s) Wear(s) Number 3qvs Wear(s)	
13. Current Location(s) (Bldg. Floor, Room) 93 Main St, 344 Floor, Personnel		14. Is Record Series (If yes, specify of	Duplicated Elsewhere? fice)
15. Access Restrictions BYes ONo (If yes, cite law(s) & regulations)		16. Audit Requirements □ None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No		18. Recommended R	beyond Yerminution
19. Name and Title of Preparer Darles	re V Beneeli	H I	yaly Director